EXPENSE REPORT: MISSING RECEIPT
DECLARATION

CAL POLY
Strategic Business Services
ADMINISTRATION & FINANCE
Missing Receipt Declaration

Lost or Missing Receipt
Receipts are required for all expenses over $75.00.

*NOTE: CSU Policy does not allow Missing Receipt forms for Air, Hotel, and Car Rental charges. Contact the business for a copy of the receipt to attach. If receipt cannot be obtained then a paper Lost Receipt Form must be attached.*

If you have an expense $75 or more without a receipt, Missing Receipt Affidavit is required in order to submit your Expense Report.

1. Start by clicking Manage Receipt in the Expense Report. Then select Missing Receipt Declaration

2. Select the expense that you want to create the receipt declaration for and hit **Accept & Create**

*NOTE: only expenses $75 and over will show. Expenses for air, car rental, hotel, and hospitality under $75 with no receipt can attach a paper Lost Receipt Form*
3. Missing Receipt Affidavit will be created and added as a Receipt Image